

26 OCT 1983

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM:

[Redacted]

Director of Information Services

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SUBJECT: OIS Weekly Report (19-25 October 1983)

Office of the Director

Continuing the pattern of periodic meetings with various MI related groups, the Director, Deputy Director, Executive Officer, and Chief/Personnel, OIS met with the DS&T Records Management Officer (RMO) and other DS&T supervisors to discuss personnel and administrative matters of concern to the MI careerists on 20 October. On 24 October a similar meeting was held with the DCI RMO and his registry supervisors.

On 28 October ten members of the OIS management and support staff will participate in an all day planning session at a nearby training site. Discussion emphasis will be on the future; current plans will be included primarily as the basis for future action.

Classification Review Division

CRD completed the review and coordination of 85 additional CBS/Westmoreland related documents and delivered them to the Office of General Counsel (OGC) for use in a meeting on 21 October. One set of the documents was supplied for the CBS attorneys, one for Westmoreland's, and two for OGC for a total of 5,152 pages.

Additional documents reviewed by CRD during the week included seven Summaries of Agency Employment (ten pages), one for damage assessment (64 pages), and for PRB four manuscripts (244 pages).

Records Management Division

RMD and Office of Data Processing personnel met to discuss possible modifications to the Agency Automated Information Management (AIM) Electronic Mail System to include additional records and classification considerations. RMD suggested that mandatory data elements be included which would require the originator to specify a time period for a document to be retained. If the retention period is longer than agreed upon, the originator would be required to associate the document with an appropriate item on a records control schedule. RMD also recommended that AIM messages reflect original and derivative classification markings, as well as portion marking, as specified in [Redacted] the National Security Classification Guide.

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Chief, RMD and two members of the Records Systems Branch (RSB) met with the Director of Finance (OF) and some of his deputies to discuss the recent survey on document control procedures in the OF front office area. RMD personnel explained why the Interim Common Use Automated Registry would be the best system to meet the needs of the front office and OF accepted the recommendation.

Our Forms Control Officer persuaded the Information Management Staff (IMS)/DO to delay the revision of a DO form until the current supply was depleted. IMS had recently reordered a year's supply of the form and a revision of the form would have resulted in the destruction of this supply. The Forms Control Officer's action saved the Agency several hundred dollars.

Two RSB representatives conducted a survey of the Office of Legislative Liaison Registry in a continuing effort to determine the feasibility of establishing a consolidated registry in the Ames Building. The survey was undertaken to determine the amount of registry support currently provided to the office elements and how it will impact on the proposed centralized Ames facility.

Chief, RMD and two other RMD members, plus the OIS Legal Adviser, met with the Associate DO Records Management Officer and an OGC representative to discuss a proposal for handling the records of Agency instrumentalities. The issue of whether or not these records belong to the Agency has been debated since 1976 and this meeting was intended to provide OGC with an opportunity to explain its position on the latest proposal.

The Information Technology Branch (ITB) has begun preparing a special computer run on sensitive DO Top Secret collateral documents received in the O/DDI Registry during the quarter. The run, which will be provided to the Top Secret Control Officer every three months, is intended to assist in tracking these documents and will improve the quality of the information in the TSCADS data base.

At a meeting attended by an ITB representative an employee of Planning Research Corporation, who has just returned from Japan, commented that the Japanese are five years ahead of the United States in the development of optical disk systems.

Archives and Records Center personnel made 11 additions and one deletion in RAMS, keyed 300 entries for five jobs into ARCINS, serviced 2,712 requests for records, and destroyed 180 cubic feet of material.

Regulations Control Division

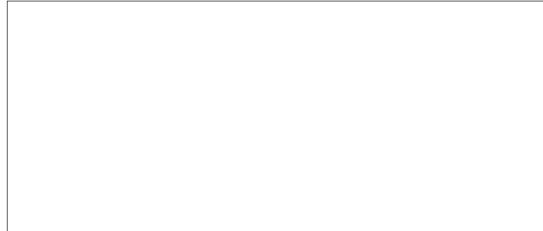
RCD is processing a total of 128 jobs which includes nine new and revised proposals, eight issuances in active negotiation and coordination, two issuances sent forward for approval, 12 issuances prepared for publication by P&PD, and seven issuances published.

Chief, RCD received a request from the Deputy Director, Intelligence Community Staff (ICS) to be returned to the list of coordinators for Agency regulatory issuances. By mutual agreement this process was discontinued about two years ago. ICS is on the distribution list for all regulatory issuances.

Information and Privacy Division

A separate report is attached.

Attachment:
As stated



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OIS/EX0/  (26 Oct 83)

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